

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Philadelphia, PA.		<b>2. POSITION NUMBER</b> 006124	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position Environmental Protection Specialist Series, GS-0028 TS-133 March 1995					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>	Environmental Protection Specialist		GS	0028	<b>e. Grade</b> 12
<b>4. Supervisor's Recommendation</b>	EPS		GS	028	<b>f. CLC</b> 001
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> Jacqueline Pine		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 3			g.		
WPD			h. Employing Office Location Philadelphia, PA		
Drinking Water Branch			i. Organization Code SFBA0000		
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. <b>Typed Name and Title of Immediate Supervisor</b> b. Dominique Lueckenhoff, Deputy Director, WPD			d. <b>Typed Name and Title of Second-Level Supervisor</b> Kate McManus, Acting Director, WPD		
b. <b>Signature</b> 		c. <b>Date</b>	e. <b>Signature</b> 		f. <b>Date</b> 5/4/2018
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. <b>Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. <b>PSB Risk Designation</b> <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. <b>Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. <b>"Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. <b>FLSA Determination</b> <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. <b>Functional Classification Code</b>  N/A	
g. <b>Bargaining Unit Code</b> 1043		h. <b>Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( 0 % of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. <b>Classifier's Signature</b>  /S/ Anthony Fantim	
				j. <b>Date</b> 9/13/2000	
<b>11. REMARKS</b>					

MASTER ✓

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Philadelphia, Pa.		2. POSITION NUMBER 00006124 N7559E	
SSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position OPM PCS for GS-028 dtd 3/95. See attached evaluation.					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	028	12	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist	GS	028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Pine, Jacqueline			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e.			
b. Region III		f.			
c. Water Protection Division		g.			
d.		h. EPAYS Organization Code-			
8. SUPERVISORY/MANAGERIAL DESIGNATION <p>[S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p>[M] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>[A] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p>[X] [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Karen Johnson, Chief, Safe Drinking Water Branch, WPD		d. Typed Name and Title of Second-Level Supervisor D. McGudan, Assoc. Director, Offc of Compliance & Enforcement, WPD			
b. Signature Karen D. Johnson		c. Date 8/8/00		f. Date 9/13/00	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:		b. Fair Labor Standards Act: <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt		c. Functional Code	
d. Bargaining Unit Code: 00X110U3	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( % of time)		f. Signature Anthony P. Santoro		g. Date 9/13/00

WP5.1 Version of EPA Form 3150-1 (Rev 6/96)

PEN AND INK CHANGES MADE DUE TO REORGANIZATION WHICH BECAME EFFECTIVE ON 02-20-08

Med Monitoring Required. Random drug test.  
Extramural Resources Mgmt Duties ( %).  
Functional Class Code:  
Bargaining Unit Code: 00X110U3

FLSA updated  
BUS code changed  
prom w/02/10/13

**POSITION DESCRIPTION**  
**Environmental Protection Specialist**  
**GS-0028-12**

**Position Number:** N7559E

**Organizational Code:** 3WP~~3260~~

**Organizational Location:** EPA, Region 3, Philadelphia  
Water Protection Division

**Primary Purpose:** The incumbent serves as the Regional Safe Drinking Water Information Systems(SDWIS) Coordinator within the Water Protection Division.

**Duties**

Serves as the regional SDWIS resource access control facility (RACF) system security administrator. Perform periodic evaluations of SDWIS data quality, identifying specific deficiencies and/or data quality issues, recommending corrective actions to states.

Serves as the regional SDWIS resource access control facility (RACF) system security administrator. Coordinates and reconciles national reporting data requirements, e.g., GPRA and SNC/Exceptions Tracking data with enforcement staff. Develops guidance documents, e.g., data processing, reporting and system use, for regional and state staffs.

Tracks the receipt and processing of states' quarterly reports. Reviews and analyzes error reports, sending copies to the states, if appropriate. Documents the nature and quantity of errors. Contacts the state to discuss the reason for any data which were rejected and the actions required to correct the data. These actions can include correction in the state's data system, if appropriate. Tracks the receipt and processing of corrected rejected data or correct the rejects in SDWIS. Provides a summary of the quarter's processing results to regional state program managers and also to the states when appropriate.

Conducts data verifications at least every three years, after implementation of new rules, major modifications to the state's data system or whenever appropriate. Provide written reports to the region and the state. Follows up on deficiencies. In the states' midyear and end-of-year evaluations, identifies strengths as well as weaknesses in data management and make recommendations for improvements.

Retrieves and analyzes SDWIS data in response to Freedom of Information requests, studies, trend analyses, enforcement activities, special initiatives, GIS activities, and routine and periodic reports to headquarters

Participates in the evaluation and development of SDWIS. Evaluates and makes recommendations for system enhancements. Maintain SDWIS documentation manuals.

Provides technical assistance to states in resolving reporting problems. Participate on national data management work groups, conferences, and conference calls.

Disseminate and explain data management policy, procedures, and reporting requirements within the region and to states. Provide technical assistance to states and regional staff on revisions and/or modifications to SDWIS relating to data entry, data retrieval, and reporting requirements.

Conducts beginner SDWIS training. Facilitates periodic refresher and/or advanced SDWIS training.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc.

Accomplishes duties related to environmental management and/or protection. Reviews and analyzes technical and/or administrative issues in order to implement environmental programs.

## **Factors**

### **Factor 1-7 Knowledge Required by the Position 1250 Points**

Knowledge of program principles and procedures applicable to a wide range of duties in one or more program and/or functional areas, and a high level of skill in applying this knowledge in solving complex problems involving diverse aspects of environmental protection (e.g., performing investigations, inspections, or oversight activities of greater than average difficulty, as in a new program or a program that is being redefined, where procedures require frequent modification and change in order to incorporate revised theories and techniques); modifying or adapting established methods and procedures or making significant departures from previous approaches to solve similar problems; revising standard methods to improve or extend environmental administration and/or management systems; and evaluating, modifying, or adapting new methods to meet the requirements of particular situations.

Knowledge of statutes, regulations, licensing/permitting requirements, and precedent decisions governing environmental operations sufficient to use in planning, implementing, or monitoring environmental programs and services (e.g., determining needs, evaluating program effectiveness, assuring compliance with regulations).



Management, administrative, or coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a "troubleshooter," specialist, or coordinator) on specific problems, projects, programs, or functions (e.g., developing, coordinating, reviewing, and evaluating the implementation of work plans, including estimates of staffing needs, equipment, and supplies, and detailed instructions necessary to carry out the plans, for complex long-term toxic waste cleanup projects).

#### **Factor 2-4 Supervisory Controls 450 Points**

The supervisor sets the overall assignment objectives, program emphasis, and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

#### **Factor 3-4 Guidelines 450 Points**

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished.

The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

#### **Factor 4-4 Complexity 225 Points**

The work typically involves full responsibility for well-established aspects of one or more programs and/or functional areas and includes a wide variety of duties involving diverse and complex technical and/or program or administrative problems and considerations.

Decisions regarding what needs to be done depend on the assessment of unusual facts or conditions. Variations in approach depend upon the environmental and political setting, available resources, impact on populations, involvement of State and local organizations, etc.; and incomplete or conflicting data (e.g., discrepant claims as to the toxicity of substances, inadequate program information from contractors or grant applicants, new methodologies or new programs for which only a minimum of information is available).

**Factor 5-4 Scope and Effect 225 Points**

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel. State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes.

The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

**Factor 6-3 Personal Contacts 60 Points**

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

**Factor 7-3 Purpose of Contacts 120 Points**

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

**Factor 8-1 Physical Demands 5 Points**

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

**Factor 9-1 Work Environment 5 Points**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

**POSITION CLASSIFICATION  
EVALUATION STATEMENT**

**Position Number: N7559E**

**Organizational Code: 3WP32-60**

**POSITION TITLE, SERIES, GRADE:**

**Environmental Protection Specialist, GS-0028-12**

Evaluation Factors	Tentative Level		Final Level	
Knowledge Required by the Position	1-7	1250	1-7	1250
Supervisory Controls	2-4	450	2-4	450
Guidelines	3-4	450	3-4	450
Complexity	4-4	225	4-4	225
Scope and Effect	5-4	225	5-4	225
Personal Contacts	6-3	60	6-3	60
Purpose of Contacts	7-3	120	7-3	120
Physical Demands	8-1	5	8-1	5
Work Environment	9-1	5	9-1	5
Total Points:		2790		2790
Tentative Grade:	GS-12			
Final Grade:	GS-12			

Principal duties account for 100% of the time

Standard used to evaluate the position:

Environmental Protection Specialist Series March 1995 TS-133

*Anthony P. Santini*  
Anthony P. Santini

Personnel Management Specialist

Master ✓

United States Environmental Protection Agency  
Washington, DC 20460

## Position Description

1. Duty Location

Philadelphia, PA

2. Position Number

N1067N

## 3. Classification Action

a. Reference of Series and Date of Standards Used To Classify This Position

00029994

Official Allocation	b. Title	Service c.	Series d.	Grade e.	CLC f.
	Environmental Protection Assistant	GS	029	7	001
4. Supervisor's Recommendation	Environmental Protection Assistant	GS	029	7	

5. Organizational Title of Position (if any)

6. Name of Employee

## 7. Organization (Give complete organizational breakdown)

a. U. S. Environmental Protection Agency	e.
b. <del>Water Management</del> Division, <i>Office of Program Support</i>	
c. <i>Office of Standards, Assessment + Info Mgt.</i>	g.
d. <i>Municipal Wastewater Construction Br.</i>	
<i>Program Control Section</i>	h. EPAYS Organization Code <i>90364105</i>

## 8. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15

<input type="checkbox"/> S First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.	<input type="checkbox"/> A An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgment.
<input type="checkbox"/> M A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.	<input type="checkbox"/> B A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

☐ N None of the above applies to this position. Exempt from PMRS.

9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Bernard D. Sarnoski, Chief  
Program Control Section

d. Typed Name and Title of Second-Level Supervisor

William M. Bulman, Chief  
Municipal Wastewater Construction Branch

b. Signature

*Bernard Sarnoski*

c. Date

*Jan 15, 1991*

e. Signature

f. Date

## 10. Official Classification Certification

a. ☒ This position has no known promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade -

b. Fair Labor Standards Act



Nonexempt



Exempt

c. Signature of Classification Official

*[Signature]*

d. Date

*2/1/91*

11. Remarks (Continue on additional sheet(s) if necessary)

*Reorg Ell 5-14-91*  
**PEN AND DIX CHANGES MADE DUE TO REORGANIZATION WHICH BECAME EFFECTIVE ON 07-20-08**

Med Monitoring Required ☐ Random drug test. ☐  
 Extramural Resources Mgmt Duties ( ) %.  
 Functional Class Code:  
 Bargaining Unit Code: *0011*

## 12. Duties and Responsibilities

Type on plain bond paper and attach to this form. Use format shown on reverse.



# Instructions

Submit only an original of this form to the Personnel Office. Submit an original and three copies of the descriptive duties.

## ITEM(S)

1. Show the geographical location of the position, e.g., Washington, DC, New York, NY, etc.
2. To be completed by the Personnel Office.
3. To be completed by the Personnel Office.
4. Show the title, service (GS, WG, GM, etc.), series, and grade recommended by the supervisor.
5. Indicate the organizational title of the position, if any, e.g., Director of Research, Chief of Support Services, etc.
6. Name of employee. If vacant, indicate "vacancy."
7. Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organization code for the lowest approved organization.
8. Applies to positions in grades GS/GM 13-15. To be completed by the immediate supervisor.
9. To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
10. To be completed by the official in the Personnel Office who is delegated classification authority for the activity in which the position is located. The "known potential" refers to this position and has no reflection on the employee's potential for a different position.
11. To be completed by the Personnel Office.
12. Use the following format for describing positions covered by Factor Evaluation System classification standards:
  - Duties (each major duty should be numbered)
  - Knowledge Required by the Job
  - Supervisory Controls (Supervision received from the supervisor)
  - Guidelines (Written guidelines used in performing duties)
  - Complexity
  - Scope and Effect
  - Personal Contacts
  - Purpose of Contacts
  - Physical Demands
  - Work Environment

For specific instructions on how to complete this Position Description, contact your servicing Personnel Office.

## Distribution:

Original to official position description file in the Servicing Personnel Office.

Copy to Official Personnel Folder (OPF)

Copy to employee

Copy to immediate supervisor

## ENVIRONMENTAL PROTECTION ASSISTANT

GS-7

*Local Program Support  
Water Protection Division*

### I. Introduction

The employee provides specialized assistance to the staff in the ~~Municipal Wastewater Construction Branch~~ in the areas of information system maintenance, output development and tracking, delegation overview 205(g) grants management and grant project review assistance, and SRF and Outreach assistance.

### II. Major Duties

#### A. Information Systems Management

- . Insures that State/Region/COE staffs provide timely and complete data for input to the Grants information Control System (GICS).
- . Conducts frequent systematic reviews of the GICS data base to assess its completeness and accuracy. Advises principal generators of the data (State, COE, etc.) of the deficiencies and necessary corrective actions.
- . Also conducts reviews to determine next course of action of all active grant projects and reports such to the Section Chief.
- . Monitors, principally through analysis of GICS data, the status of every active Step III or IV project from grant award to close out, with particular emphasis on the stage from administrative completion to close out. Monitoring includes recognizing missing actions, actions out of proper sequence, delayed actions, and unreasonably early dates of actions. Consults with project manager or Section or Branch management, recommends corrections of anomalies or mistakes, and follows up until matter is resolved.

#### B. Output Development Tracking

- . Assists program managers in tracking regional construction grants performance against commitments. Performs specialized tasks in analyzing workload projects and formulating regional commitments to EPA headquarters. Assists in gathering and analyzing output data from computer data bases. Designs and

prepares tracking documents in accordance with general instructions from the program managers. Performs special tasks to support the program managers efforts in analyzing potential management action to meet commitments.

C. Delegation Overview

- . The employee quarterly reviews the status of the State/EPA delegation agreements and appendices and reports to the program managers those appendices needing update and those functions not yet delegated.
- . Acts as a team member with program managers in conducting selective, quarterly review and evaluation of States' implementation of delegated functions.

D. 205(g) Grant Management

- . The employee tracks the States' grant awards and amendments and the States' allotments and notifies program managers of all unobligated money.

E. Grant Project Reviews

- . Assists other staff in the Branch by reviewing and processing routine payment recommendations of delegated state sand COE offices and by processing closeouts requests.

F. Audit and Assistance Dispute Activities

- . Prepares Audit Requests for Branch which entails project file reviews, final payment reviews for eligible costs and the applicable federal share, and budget and project period information.

Maintains Branch Audit and Appeal files for staff. Receives all documents pertaining to audits and appeals and redirects current information to the Municipal Wastewater Projects Section for action. Monitors, through a computer database, Branch status of audit and appeal activities.

- . Prepares adequate GICS data entry forms for all audit, appeal and potential closeout activities for the Branch.

#### G. SRF and Outreach

- . Develop and maintain Branch Outreach library consolidating information on 104(g), financial capability, I/A technologies, etc.
- . Provide assistance to the SRF Coordinator, the Wastewater Technology Transfer Coordinator and the Outreach Coordinator as needed.

#### H. Other Duties as Assigned

### III. Knowledge Required by the Job

- . Knowledge of computer information processes systems.
- . Knowledge of data input and retrieval methods and analytical ability to organize and evaluate accumulated data results and prepare statistical reports.
- . Knowledge of construction grant policies and requirements.
- . Skill in oral and written communication.

### IV. Supervisory Controls

Works under the supervision of the Chief of the Program Control Section. The supervisor establishes the priority and level of assigned work. The supervisor, assigns work with general instructions. The incumbent independently schedules work, applies the instructions to the work assignments, and carries assignments to completion. Within the scope of the instructions, makes independent judgements in preparing preliminary drafts of analyses and reports. Independently resolves questions beyond the scope of the instructions. Completed work is reviewed for accuracy, soundness and conformance to objectives.



## V. Guidelines

Guidelines are in the nature of federal and state laws, regulations, policies, handbooks, manuals, and reports. Incumbent must use resourcefulness in locating applicable guidelines, and judgement in applying them to the assigned tasks. Incumbent is expected to be thoroughly familiar with guidelines and regulations applicable to the work assignments and be able to interpret them and apply precedents and experience to new situations.

## VI. Complexity

Assigned tasks principally involve monitoring State/COE performance by using the GICS data base and assisting technical staff in grant project management. Incumbent checks for inconsistencies in the information, and evaluates alternative interpretations of guidelines and regulations. Works with a complex data base (GICS) and variety of other smaller databases, each with its own structure, language and limitations. In accessing the data system features, must consider the diverse and conflicting interests of the user population -- States, COE field offices, regional office and EPA headquarters.

## VII. Scope and Effect

The purpose of the work is to provide assistance to the Municipal Wastewater Construction Branch in both routine work and specific problem areas. The technical, analytical and administrative services provided by the incumbent affects operations throughout the region (including State and COE offices) and at EPA headquarters -- directly with respect to providing GICS information and preparing preliminary system features designs, and indirectly through assistance to other branch members in their technical support to field offices.

## VIII. Personal Contacts

Personal contacts include technical and management staff of other EPA offices (especially Grants Administration, the Office of Audit, and EPA Headquarters) and construction grants offices at the state agencies and COE in the Region.

#### IX. Purpose of Contacts

Contacts generally involve exchanging and gathering information, and discussing and coordinating field input on preliminary analyses and recommendations prepared for the branch. In assignments involving the computer information systems, also involve learning and accommodating the special needs of other employees and other offices.

#### X. Physical Demands

Primarily sedentary, although some walking, bending and carrying may occasionally be involved.

#### XI. Work Environment

Office setting, with some travel.

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IN THIS SECTION

# Investigate

## Position Designation Record

Agency	Environmental Protection Agency
Position Title	Environmental protection specialist
Series and Grade/Pay Band	GS-0028-12
Position Description Number	006124
Designator's Name & Title	John Ellsworth

## Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	<ul style="list-style-type: none"><li>The position aids or supports the duties in this category; however, the responsibilities are so narrow in scope or carried out under such restrictive controls that the risk of violating the public's trust is very limited</li></ul>


## Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

## Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	1	T1	SF 85
Adjusted Position Designation Points from Step 3	11		

Sensitivity	Risk Level
Non-Sensitive	Low Risk

Signature:  \_\_\_\_\_

Date: 5/29/2018

Name: John Ellsworth



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